



RALEIGH

Parks,
Recreation *and*
Cultural Resources
parks.raleighnc.gov

You can
make a
difference....

...in the lives
of others by
sharing:

2 hours of your
time

1 day a week for

6 weeks



VOLUNTEERS ARE NEEDED

TO TEACH ENGLISH AS A SECOND LANGUAGE!

Raleigh Parks, Recreation and Cultural Resources is currently recruiting volunteers to teach English as a Second Language (ESL) classes to small groups for a two hour class held once week

For more information,
please contact
us:

ESL Volunteer Coordinator
Raleigh Parks, Recreation and Cultural
Resources Department
English as a Second Language Program
919-996-6844
eslvolunteercoordinator@raleighnc.gov



English as a Second Language (ESL) **Instructor Volunteer Program Information**

The City of Raleigh Parks, Recreation and Cultural Resources English as a Second Language Program (ESL) would like to offer you a great opportunity. Eligible ESL instructors will go through an in-house orientation offered through the City of Raleigh.

To become a volunteer:

- ♦ Fill out the application below
- ♦ Write a letter of intent (or cover letter)
- ♦ Submit a copy of your resume

Send the above materials to:

- ♦ Raleigh Parks, Recreation and Cultural Resources ESL Program office
- ♦ Send via email as an attachment or mail to the ESL Program office
- ♦ Program Office Address: 2401 Wade Avenue, Raleigh, NC, 27607

Once those documents are received, you will be able to sign up for a screening. You may schedule a screening by calling (919) 996-6844. At the screening we will evaluate you on the prerequisites listed on the following page. Afterwards, if approved to volunteer with the ESL Program you will participate in a City of Raleigh orientation.

NOTE: After the successful completion of the volunteer screening, you will be contacted to let you know if you are eligible to participate in our volunteer program.

City of Raleigh Orientation:

New ESL instructor volunteers will participate in an orientation where they explore a variety of materials, techniques, and strategies to use in teaching students whose primary language is other than English. The primary goal of teaching is to help students improve life skills necessary to reach individual goals.

ESL staff will be checking on your progress as an instructor throughout your volunteering teaching or assistant teaching time to see if you need further assistance.

Volunteer Position Description:

- ♦ Teach an ESL class once a week (weekly day/evening hours or weekends) for up to two hours for a period of at least 6 weeks. A curriculum is available and can be modified
- ♦ Assist in promoting class/classes around the community

ESL Volunteer prerequisites:

- Have class experience teaching in an educational format. ESL teaching education and experience is a plus
- You must be at least 18 years old by the first day of your screening. Bring an ID or birth certificate to validate your age. No exceptions
- Have a genuine love for teaching
- English fluency
- Comfortable working with people from different ethnic, national, cultural, social-economic backgrounds
- Enjoy teaching, be patient, be a good listener, be able to generate enthusiasm for classroom activities, be able to assess and respond to learners' needs, interests, and levels of understanding
- Pass a background check with the City of Raleigh

Volunteer Obligations:

- You will be expected to attend and complete the ESL Program Volunteer Orientation and Staff Manual Orientation **before** you are allowed to be involved as a volunteer. Both orientations are offered during regular business hours, Monday to Friday, 8:30 AM to 5:15 PM
- Complete your teaching assignments within a six month period

Examples of breaking this volunteer agreement include:

- Unsatisfactory performance
- Not attending volunteer meetings and/or actual teaching sessions
- Failure to report to class assignment when scheduled (staff centers will monitor if you do not show up)
- Not completing your volunteer commitment
- Not completing required orientations mentioned above
- Not responding to email, phone communications that have to do with your volunteer commitment

****You will be required to complete your teaching assignments within a 6 month period. The ESL Volunteer Coordinator or their designee will provide you with a copy of the meeting dates, times and locations.****



Raleigh Parks, Recreation and Cultural Resources Department English as a Second Language Program Instructor Volunteer Agreement

Name: _____ is enrolling in the Raleigh Parks, Recreation and Cultural Resources Department ESL Instructor Volunteer program. As a participant in this program, the following commitments are to be seen to completion:

Completion of ESL instructor volunteer orientation course at the City of Raleigh.

Assignment as a volunteer to one of the City of Raleigh community centers or designated non-City of Raleigh locations. He/she would be committed to volunteer a total of 2 hours a week, once a week for a six week period.

All volunteer hours must be completed during the first six months of joining the volunteer program.

Failure to follow through with the above obligations will result in the termination of this volunteer agreement. This would include unsatisfactory volunteer performance once assigned to a community center.

Signed

Date

Volunteer

Participant must be 18 years of age or older to participate in our program.



City of Raleigh Parks, Recreation and Cultural Resources ESL Instructor Volunteer Application

(Volunteers must complete the attached background investigation and Park or Program Release & Indemnity Form.)

Please print or type.

Name: _____
Last First Middle Initial

Address: _____ City: _____ State: _____ Zip: _____

Phone (home): _____ (cell): _____

Email: _____ Birthday: _____
Month/Day

Special talents
or skills: _____

What type of
schedule would
work for you: _____

In case of emer-
gency, notify: _____
Name Relationship Phone

Please sign below when you have read and acknowledge the following statements:

- I certify that the statements made in this Volunteer Application are true, correct, and given voluntarily. In addition, I understand that this information may be disclosed to any party with legal and proper interest.
- I understand that the Raleigh Parks, Recreation and Cultural Resources Department reserves the right to screen volunteers, and the Department will not accept as a volunteer anyone who would jeopardize any aspect of service or the safety of Parks, Recreation and Cultural Resources customers and staff.
- I understand that if I am unable to show up for a scheduled time for any reason, I am to notify my supervisor as soon as possible.
- I understand that if I miss my scheduled date and time of service without prior notification, my volunteer opportunity may be terminated by the affected park site/ program supervisor.
- I understand that I will not be paid for my services as a volunteer, and I am giving my time freely to the department/ division to which I am assigned.
- I will also not abuse any information, materials, or hardware I may use or obtain while volunteering.

Applicant Signature: _____ **Date:** _____

*Participant must be at least 18 years of age or older to participate in this program.

Non-Discrimination Policy – The City of Raleigh Parks, Recreation and Cultural Resources Department does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in employment opportunities or the provision of services, programs or activities. A participant alleging discrimination on the basis of any of the areas may file a complaint with either the Director of the Raleigh Parks, Recreation and Cultural Resources or the Office of Equal Opportunity, U.S. Department of

RALEIGH PARKS AND RECREATION

RELEASE, COVENANT NOT TO SUE, AND INDEMNITY

AGREEMENT

I wish to assist with one or more of the Special Events or Recreation Classes provided through Raleigh's Parks, Recreation and Cultural Resources Department to facilitate the event for my enjoyment, and so that my family and other citizens can participate. I agree that class or event access provides a benefit to me and to my family and is adequate consideration for this agreement. I understand that assisting in this activity involves risk of injury. These risks include inclement weather or excessive heat, falling debris, accidents while traveling or from vehicles traveling to or from the event or parking at it, injuries from equipment problems or failures, proximity to vehicles or equipment (including those producing debris or dust), food related illness, contact with and actions of event participants, event staff or other volunteers, slips/trips/falls, musculoskeletal injuries, harm from contact with sharp objects or tools, contact with chemicals or irritants, exposure to wildlife (including snakes and biting insects), among others. I choose for myself or for my child to assist in this activity despite the risks.

By signing this form, I acknowledge all risks of injury, illness, and death and affirm that I have assumed all responsibility of injury, illness, or death in any way connected with assistance in this activity. I also agree for myself and for any child assisting to follow all rules and procedures that apply to the activity and to follow the reasonable instructions of the City staff and other supervisors of the activity.

In return for the opportunity described above, I agree for myself and for my heirs, assigns, executors, and administrators to release, waive, and discharge any legal rights I may have to seek payment or relief of any kind from the City, its employees or its agents for injury, illness, or death resulting from the activity. If I am allowing a child to assist in the activity, I agree that I am a parent, legal guardian, or am otherwise responsible for the child who is assisting, I agree that I will personally supervise the child during the activity, and I release, waive, and discharge any legal rights that I may assert on behalf of the child assisting in this activity. I also agree not to sue the City, its employees, or its agents and agree to indemnify the City for all claims, damages, losses, or expenses, including attorneys fees, if a suit is filed concerning an injury, illness, or death to me or to my child resulting from assisting in this activity

I understand that the City of Raleigh provides no insurance or worker's compensation coverage for me or for my child. I have read this document thoroughly and understand that by signing this form I am waiving legal rights.

Name of Participant: _____

Signature (of parent/legal guardian if under 18): _____

Address: _____

Printed Name of Parent/Legal Guardian: _____

Date signed: _____